

Girls Incorporated of Metro Denver
Inspiring all girls to be strong, smart and bold

Job Description/Announcement

Position: *Eureka! Summer STEM Instructors*
Responsible to: Manager of STEM Programs
Location: 1499 Julian Street, Denver, CO/Metro State University Campus

The mission of Girls Incorporated of Metro Denver (GIMD) is to inspire all girls to be STRONG, SMART and BOLD.

In order to uphold our mission and vision and be effective advocates and allies for all girls, GIMD is committed to inclusiveness and anti-oppression on all levels of our organization. GIMD believes that inclusiveness and anti-oppression work give integrity and validity to our mission as well as power and effectiveness of our programs. It allows us to address the root causes of social issues that affect the girls we serve. At GIMD, we serve all girls, therefore; we have to be inclusive of all communities, cultures and experiences. Without inclusiveness, we will never be able to reach the full potential and power of our programs. Our vision is empowered girls in an equitable society; we change lives and we take that seriously. Inclusiveness is imperative to make it happen.

Summary of Position: *Eureka!* STEM Instructors will facilitate and support the evaluation of hands-on innovative classes for rising 8th and 9th grade girls during a 4-week summer program at the Metropolitan State University of Denver. Instructors will facilitate either the Girls Inc. *Building a Great City* curriculum with concepts in agriculture, architecture, construction, and energy or *Engineering the Future* curriculum with concepts in computer science, biotech, sustainability, and innovation. Multiple STEM Instructor positions are available.

Eureka! Program Description: The Girls Inc. *Eureka!* program is an immersive, five-year STEM based program that builds girls' confidence and skills through hands-on opportunities in science, technology, engineering, math, sports, self-development and career opportunities. Serving girls from across the Denver-Metro area, *Eureka!* aims to increase girls' future options for academic achievement and careers, to encourage enrollment in college-bound STEM courses, to promote positive risk-taking, and to assist girls in developing networks of peers and mentors to support their future endeavors.

During the *Eureka!* program, girls get to revel in a variety of exciting and compelling activities that explore the cutting edge world of STEM – architecture and design, transportation, energy, digital literacy, agriculture, bio-tech and medicine, computer science, and aerospace engineering – through hands-on experiences in a college campus environment. With complementary activities in sports and physical fitness, healthy living and social justice, *Eureka!* fully fosters educational, professional and personal development.

Areas of Instruction: In addition to teaching the aforementioned STEM subjects, *Eureka!* Summer STEM Instructors will also facilitate lessons in at least one additional youth development content area from the following:

- Social Justice (food justice, sustainable development, economic justice and more)
- Health and Sexuality (build the knowledge and skills to make informed and healthy decisions)
- Drug Prevention (confronting peer pressure, manage stress, avoid drug use)

Primary Duties:

- Implement curriculum, goals, objectives and evaluation methods for a hands-on program.
- Maintain daily lesson plans for each session.

- Responsibly manage any funds received for expenses related to classroom or field trip costs.
- Actively assist with program related logistics such as structured free time duty, opening/closing, van driving, etc.
- Complete evaluation for each session and enter class attendance in the Girls Inc. database.
- Maintain classroom management and disciplinary system for class.
- Complete all paperwork related to administrative responsibilities.
- Help establish group norms and monitor disciplinary matters as needed.
- Prepare classroom space for program.
- Organize and maintain orderly program space, supplies and equipment.
- Coordinate and supervise participants during field trips and special events.
- Safely drive students in 15-passenger van or shuttle.
- Provide support, supervision and feedback for program volunteers and integrate them into programming.

Additional Duties:

- Provide direction, motivation, and management of program participants.
- Provide a safe and fun environment for participants.
- Assist with special events.
- Assist with organizing and cleaning general program spaces.
- Perform other job functions as needed.

Qualifications:

- Demonstrate commitment to the mission, vision and advocacy statements of Girls Inc. of Metro Denver.
- Experience in and appreciation for urban communities, diverse populations, cultures and economic experiences.
- Exhibit commitment to social justice values and an anti-oppression analysis.
- Support an environment based in respect.
- Inspire, stimulate and support self-empowerment among girls.
- Have knowledge of youth development and gender specific programming strategies.
- Ability to communicate and work directly with adults, adolescents and children.
- Ability to communicate effectively in oral and written forms.
- Detail oriented, documentation skills, organized and able to work in a multi-tasked environment.
- Ability to self-start and work well in a team setting.
- Computer skills including basic Microsoft Office Suite and or ability to learn new computer skills as necessary.
- Possess a valid Colorado driver's license, with driving record that allows employee to be covered by agency auto insurance and drive agency vehicles (must be at least 21 years old).
- Experience and strong ability to facilitate, present, teach classes and workshops for girls.
- Ability to provide classroom management.
- Conversational English/Spanish Bilingual ability strongly preferred.

Education/Experience:

- B.A. or B.S. in science, technology, engineering math, or education fields preferred, or working toward a B.A. or B.S. High school diploma or GED **required**.
- Experience teaching lessons or delivering programs for youth **required**.
- Experience with youth ages 12-14 years of age strongly preferred.
- Facilitation experience in STEM strongly preferred.

Position Status:

Part-time, temporary, non-exempt hourly position consisting of between 30 - 32 hours per week (Monday - Thursday) from June 8th – July 2, 2020. Includes four weeks of staff training and class preparation from May 11th - June 4th, 2020 (For professional educators, condensed trainings will take place on Saturdays May 23 and 30, in addition to June 1-4).

Eureka STEM Programming Hours (June 8th – July 2nd, 2020):

- Monday and Wednesday (10:00 a.m. – 5:00 p.m)
- Tuesday (10:00 a.m. – 6:00 p.m.)
- Thursday (8:00 a.m. – 5:00 p.m.)
- NO programming on Fridays

Application Requirements:

- Cover Letter outlining how your experiences and skills connect to the position. Please also include:
 - The STEM and youth development content areas you are comfortable facilitating
- Resume
- Three Professional References
- At least one paragraph, and no more than one page addressing the following question:
 - *At GIMD we strive to be an anti-oppressive and inclusive organization. What is your understanding of and experience with anti-oppression and inclusiveness in your personal and/or professional life?*
- Send all application materials to **(no phone calls please):**

Attn: Eric Godoy, Manager of STEM Programs
Girls Incorporated of Metro Denver
1499 Julian St.
Denver, CO 80204
Fax: (303) 893-4352
egodoy@gidenver.org

Compensation: A range of \$16.50 - \$18.50/hr, dependent upon experience

Start Date: May 11, 2020 (Flexible for experienced education professionals)

End Date: July 9, 2020

Application Deadline: Priority Deadline of April 3, 2020, but open until filled.

Equal Opportunity Employer

Girls Incorporated of Metro Denver is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, gender expression, military or veteran status, physical or mental disability, marital status, or national origin.

Revised: March 2020